



National  
Aeronautics and  
Space  
Administration

# NASA Employee Performance Progress Review / Annual Appraisal Input

EMPLOYEE NAME

ORGANIZATION

SUPERVISOR

*THIS INPUT IS VOLUNTARY*

*Provide narrative comments regarding your accomplishments during this performance year that contributed to the Agency's Vision, Mission, and goals. If possible, address each performance element on which you have had an opportunity to perform.*

**ELEMENT 1:** PROGRAM / PROJECT / FUNCTIONAL OBJECTIVE

**ELEMENT 2:** COLLABORATION AND TEAMWORK

**ELEMENT 3:** COMMUNICATIONS

**ELEMENT 4:** POSITION-SPECIFIC ELEMENT SUMMARY *(If applicable)*

**IF MORE SPACE IS NEEDED TO COMPLETE AN ELEMENT, ATTACH ADDITIONAL SHEETS AS NECESSARY**

EMPLOYEE SIGNATURE

DATE

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## **Preface:**

This is an opportunity for you to emphasize those things you accomplished during this performance year that you believe are the most indicative of your contributions to the Agency's Vision, Mission, and goals. This input is voluntary. Your input does not relieve your Rating Official of his/her responsibility to assess your contributions.

## **Getting Started:**

First, get your performance plan for this year out. Second, gather any other reference documentation, such as notebooks, planners, etc., that you have used during this performance year. These documents will help jog your memory on what you have done over the last year. Most importantly, think about your accomplishments that have contributed to the Agency's Mission. Everyone contributes to the Mission, either directly or indirectly.

## **What are Accomplishments?**

Accomplishments are the products or services (the RESULTS) of doing your job (not tasks or activities). Accomplishments are generally described using nouns and are those "things" (products or services) that have resulted from your individual work activities and efforts. If you carry out the duties and responsibilities that have been assigned to you, your accomplishments are your contribution to the achievement of the Agency's Vision, Mission, and goals. Even if you are not directly involved with a specific Agency or organization's project, program, or goal, your Rating Official should have explained your organization's goals and objectives and how your work is aligned with/contributes to those goals and objectives.

## **Be Specific:**

To write specific examples of your accomplishments, think in terms of cause and effect — "I did A that resulted in B which contributed to C." Do not leave it to your Rating Official or others to presume contribution. For example, stating, "I published three technical journal articles during the performance year" implies contribution but does not directly state one. A more specific example might be, "This year, I published three technical journal articles on <technical subject> which resulted in <some desired advancement in the technology> in direct support of our <specify goal>."

## **Recommendations for Effective Accomplishment Statements:**

Modify your thinking from the activity (generally described using verbs) which is the action taken to produce the result, to the accomplishment (generally described using nouns) which is the product or service (the result) of your activity.

Be specific; if possible, associate a measure with your performance, e.g.,--

- Quality - how well was the work done?
- Quantity - how many were produced?
- Timeliness - did you meet the deadline(s)?
- Cost effectiveness - did you work within the cost budget?

If appropriate, link the accomplishment to a program, project, and/or customer.

Be accurate. Were you the team leader or a team member?

An accomplishment may warrant mention under more than one element.

Focus on results and stress the impact on the organization's goals and objectives or Agency Mission.

## **Examples:**

The following are some examples of effective accomplishment statements for your performance elements:

**Program / Project / Functional Objective:** Devised and implemented a high-speed connectivity network with state-of-the-art network devices that increased communications reliability by 400% and yielded a 10-times increase in speed that provided 32 users with network access.

**Collaboration and Teamwork:** Implemented the first new hands-on computer security training at the Center by participating with an integrated Agency team of security and IT specialists and end users. This training can now be accessed via the web to ensure the security of classified information at lower cost.

**Collaboration and Teamwork:** Voluntarily filled in for a coworker on extended sick leave and wrote key elements of a critical facility study. Through my expertise, determination, and ability to interface effectively with others, the study was successfully completed on time.

**Communications:** Described the results of a two-year study on leading and trailing edge sonic boom noise through a technical report and briefings to Agency team. Efforts are expected to result in follow-on study in collaboration with industry and other federal agencies.

## **Next Steps:**

As a "partner" in the performance management process, you have a responsibility and an obligation to yourself to "Toot Your Own Horn!" Following the above guidance, use the attached NASA Employee Performance Progress Review / Annual Appraisal Input form to assess your performance and provide your accomplishments for this performance year to your Rating Official. If you need further assistance, ask your Rating Official or Human Resources Specialist.

This form will become part of your performance appraisal documentation and will be filed in your Employee Performance File and retained for at least 4 years.